

Survey of Non-Governmental Organizations in Uganda
Government of Uganda
Office of the Prime Minister
In collaboration with NGO's

DISTRICT: _____ CODE: _____

NAME OF NGO: _____

ID CODE of NGO: _____

INTERVIEWER: _____ CODE: _____

SUPERVISOR: _____ CODE: _____

INTERVIEW VISITS:

	First visit	Second visit	Third visit
Date			
Time started			
Time ended			
Result (see code)			

Code result: 1. Completed 2. Not present 3. Postponed 4. Refused 5. Partly completed

SIGNATURE OF INTERVIEWER: _____ DATE: _____

SIGNATURE OF SUPERVISOR: _____ DATE: _____

Frequency / Time Period Codes

1 Day 2 Week 3 Month 4 Year 5 One off

INTRODUCTION

The Government of Uganda appreciates the work that NGOs do and the services they provide to the people of Uganda. Unfortunately there is a lack of knowledge and a lot of confusion regarding the NGO sector. The purpose of this survey is to dispel confusion and improve knowledge regarding the NGO sector in Uganda. To be successful we need your help. The ultimate objective of this study is to enable the Uganda government and international donors to better assist NGOs operating in the country. Please be assured that the information collected will be used for research purposes only and will be treated as confidential.

[Statements in square brackets are instructions for enumerators. Replace everywhere [NGO] by the name of surveyed NGO. Replace [respondent] by the name of the respondent.]

A. IDENTIFICATION

[The information in the first four questions should be provided before you go to the interview. Please verify the information before beginning the interview.]

- Q1. Name of NGO: _____
- Q2. Postal address _____
- Q3. Physical Address [road and directions]: _____
 Parish _____ District _____
- Q4. Telephone _____

[Ensure that respondent plays a management role in the NGO and is informed about its activities]

- Q5. Name of respondent _____
- Q6. Gender of respondent: 1. male 2. female
- Q7. Position in [NGO]: Title: _____
- 1) director/manager/head
 - 2) member of the board of directors
 - 3) member of the board of trustees
 - 4) other: _____

- Q8. In what year was [NGO] founded? _____
- Q9. Did [NGO] begin operating right away? 1. Yes 2. No
- Q10. *[If No]* In what year did [NGO] actually begin operations? _____

- Q11. Is [NGO]: *[Circle what applies]*
- 1) an indigenous (Ugandan) NGO *[go to next section]*
 - 2) an NGO of the Catholic Church or the Church of Uganda *[go to next section]*
 - 3) an international NGO *[go to Q12]*
 - 4) a division or branch of an international NGO *[go to Q12]*

[If international NGO or division or branch of international NGO]

- Q12. What is the name of the international NGO: _____
- Q13. In which country is the head office of the international NGO:
- 1) UK
 - 2) USA
 - 3) Other: _____
- Q14. Approximately in what year was the international NGO founded? _____

B. ACTIVITIES

[Unless specified otherwise, all questions below refer to the activities of [NGO] over the 12 months preceding the survey]

1. RAISING PUBLIC AWARENESS

Q15. Is [NGO] actively involved in raising public awareness about particular issues?
 1. Yes *[go to next question]* 2. No. *[go to the next subsection]*

Q16. Is [NGO] actively involved in raising public awareness about: *[Circle all that apply]*

- 1) road safety
- 2) HIV/AIDS
- 3) other health issues
- 4) pollution/latrines/garbage/sewer issues
- 5) nutrition issues
- 6) human rights issues
- 7) gender issues
- 8) protection of wildlife/forest/environment
- 9) other issues: specify _____

Q17. Does [NGO] raise public awareness via: *[Circle all that apply]*

- 1) concert/fair/street band/drama
- 2) training and meetings (class/course/lectures/workshop) *[go to Q18]*
- 3) posters/leaflets/newsletter
- 4) newspaper/magazines/radio
- 5) open air speech/preaching/public address at march
- 6) during religious service
- 7) visit to prisons and hospitals/door to door
- 8) other: _____

Q18. *[If mentioned training and meetings 2) in question Q17; else go to Q19]* Over the past 12 months, approximately how many people have participated in [NGO]'s training and meetings?

Total: _____ people over the last 12 months

2. ADVOCACY AND LOBBYING

Q19. Over the last 12 months, has [NGO] been involved in advocacy or lobbying the government? *[Do Not include lobbying to receive grants for the NGO itself]*

1. Yes *[go to next question]* 2. No. *[go to the next subsection]*

Q20. What form do [NGO]'s advocacy or lobbying activities take? *[Circle all that apply]*

- 1) petitions
- 2) meetings with national authorities *[go to Q21]*
- 3) meetings with local authorities (e.g., district, parish) *[go to Q21]*
- 4) public statements to the press or radio/press release
- 5) march
- 6) other: _____

Q21. *[If answered Yes to 2 or 3 in Q20; else go to Q22]* Over the past 12 months, at approximately how many meetings with national or local authorities did [NGO] lobby the government?

Total: _____ meetings over the last 12 months

3. GRANT PROVISION, PARTNERSHIPS, AND SUB-CONTRACTING

[Note: CBOs are community-based organizations.]

3a. Network or umbrella organization

Q22. Is [NGO] a network or umbrella organization? 1. Yes 2. No

Q23. [If Yes] Currently, how many NGOs and CBOs members does [NGO] have?
_____ NGOs and _____ CBOs

3b. Partnership with others

Q24. Is [NGO] working in partnership with other NGOs or with CBOs ? 1. Yes 2. No.

Q25. [If Yes] Over the last 12 months, with how many NGOs and CBOs did [NGO] work?
_____ NGOs and _____ CBOs

3c. Giving grants

Q26. Does [NGO] give grants to other NGOs or to CBOs ?

1. NGOs 2. CBOs 3. NGOs and CBOs 4. None/does Not give grants

Q27. [If answered 1, 2 or 3] Over the last 12 months, to how many NGOs and CBOs did [NGO] give grants? _____ to NGOs and _____ to CBOs

3d. Sub-contracting

Q28. Does [NGO] pay other NGOs or to CBOs for work they do on behalf of [NGO]?

1. NGOs 2. CBOs 3. NGOs and CBOs 4. None/does Not give grants

Q29. [If answered 1, 2 or 3] Over the last 12 months, how many NGOs and CBOs did [NGO] pay for work they do on the behalf of [NGO]? _____ NGOs and _____ CBOs

4. MICRO CREDIT

Q30. Does [NGO] offer micro-finance/micro-loans?

1. Yes [go to Q31] 2. No. [go to the next subsection]

Q31. Right now, how many people have money loaned to them by [NGO]? _____

5. PROVISION OF SERVICES

5a. Description of services

Q32. What other things does [NGO] do? For each activity, did [NGO] undertake this activity from the beginning/when it was founded?

- 1) _____ did this from beginning? 1. Yes 2. No
- 2) _____ did this from beginning? 1. Yes 2. No
- 3) _____ did this from beginning? 1. Yes 2. No
- 4) _____ did this from beginning? 1. Yes 2. No
- 5) _____ did this from beginning? 1. Yes 2. No
- 6) _____ did this from beginning? 1. Yes 2. No
- 7) _____ did this from beginning? 1. Yes 2. No
- 8) _____ did this from beginning? 1. Yes 2. No
- 9) _____ did this from beginning? 1. Yes 2. No

5b. Geographical coverage

Q33. Over the past 12 months, in which of the current 56 districts has [NGO] been working with its own staff and volunteers? *[Include only those districts in which [NGO] has been working over the last 12 months. Circle all the districts that apply]*

District Codes

1	Adjumani	16	Kampala	31	Lira	46	Ntungamo
2	Apac	17	Kamuli	32	Luwero	47	Pader
3	Arua	18	Kamwenge	33	Masaka	48	Pallisa
4	Bugiri	19	Kanungu	34	Masindi	49	Rakai
5	Bundibugyo	20	Kapchorwa	35	Mayuge	50	Rukungiri
6	Bushenyi	21	Kasese	36	Mbale	51	Sembabule
7	Busia	22	Katakwi	37	Mbarara	52	Sironko
8	Gulu	23	Kayunga	38	Moroto	53	Soroti
9	Hoima	24	Kibale	39	Moyo	54	Tororo
10	Iganga	25	Kiboga	40	Mpigi	55	Wakiso
11	Jinja	26	Kisoro	41	Mubendi	56	Yumbe
12	Kabale	27	Kitgum	42	MukoNo		
13	Kabarole	28	Kotido	43	Nakapiripiri		
14	Kaberamaido	29	Kumi	44	Nakasongola		
15	Kalangala	30	Kyenjojo	45	Nebbi	99	All districts

Q34. In which of the current 56 districts does [NGO] currently have an office?

[Put a cross on the districts number in which [NGO] has an office]

Q35. In how many districts in total has [NGO] been working over the last 12 months?

Q36. In 2000, in how many of the then 49 districts was [NGO] working? _____

Q37. In the districts where [NGO] is currently working, are similar services provided by: _____

[Circle all that apply]

- 1) national or local government
- 2) private firms/small businesses
- 3) churches
- 4) other: _____

List of LC3/LC2

[At this point, fill in the attached district-specific list of LC3/LC2 in which [NGO] operates]

Using the attached list of parishes in the surveyed district, list the 6 parishes {LC2s} in this district in which [NGO] is most active. *[Tick the 6 parishes the respondent mentions off the list stapled to the back of the questionnaire. If [NGO] is active in less than 6 parishes, tick all the parishes in which [NGO] is active.]*

5c. Target group

Q38. Does [NGO] have a specific target group of people it seeks to help?

1. Yes 2. No specific target group *[Go to Q40]*

Q39. *[If Yes]* How would you describe [NGO]'s target group?

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Q40. Does [NGO] seek to help everyone irrespective of income or does [NGO] restricts its services to the poor? 1. All Ugandans 2. The poor.

[To be completed after the interview: Enter '1' in categories that describe target group.]

- 1) by age: children [] youth [] adult [] elderly []
- 2) by sex: male [] female []

- 3) by profession: farmer ☐ artist ☐ war veteran ☐ formal rebel ☐ unemployed ☐
☐ other _____ ☐
- 4) by health status: physically handicapped ☐ mentally handicapped ☐ HIV positive ☐
HIV affected ☐ pregnant women ☐
- 5) by family status: bachelor ☐ married ☐ widow/er ☐ divorced ☐ separated ☐
- 6) by parental status: father ☐ mother ☐ orphan ☐
- 7) by residential status: homeless ☐ refugee/displaced ☐ urban ☐ rural ☐
- 8) by victim status: war ☐ abducted ☐ drought ☐ flood ☐ physical abuse/battered
women/children ☐ human rights violation ☐
other _____ ☐
- 9) by income/wealth/education: poor ☐ landless ☐ illiterate ☐
- 10) target is Not people: buildings /institutions (Hospitals, schools) ☐ wildlife ☐
- 11) other, specify _____

5d. Contributions and value of services provided

- Q41. When you offer the services listed in Q32, do beneficiaries pay or contribute anything (other than their own time) to [NGO] for the services they receive/the activities in which they participate?
1. Yes [*go to Q42*] 2. No [*go to Q44*]
- Q42. Do they pay to [NGO]: [*Circle all that apply*]
1) In cash
2) In kind (e.g., grain, clothes)
3) In labor (e.g., volunteer their time for [NGO] activities)
4) Other [specify] _____
- Q43. Do all beneficiaries pay or contribute the same amount? [*Circle one*]
1) all beneficiaries contribute the same amount
2) payment/contribution is waived or reduced for target group
3) payment/contribution is waived or reduced for poorer people
4) payment is left to the beneficiary's discretion/payment is voluntary
5) other: specify _____
- Q44. Do beneficiaries give tips or gifts to [NGO] staff for the services they receive?
1. Always 2. Often 3. Sometimes 4. Never
- Q45. We would like to get an idea of the value of the services provided by [NGO]. Suppose that recipients of the service had to pay the market price of the services you offer (that is, the price charged by the private sector for similar services of similar quality). Abstract from advocacy, networking and raising awareness, whose value cannot be assessed. Further suppose that recipients had the means to pay the full market price. In your opinion, how much revenue would [NGO] derive from the sale of its services? [*Enumerators: work with the respondent through each service they provide. Identify a comparable service or good provided by the private sector. Assess the price charged by private providers in the area covered by the project (if possible). Then multiply by the number of beneficiaries. Write down your calculations below. Multiplication and addition can be done after the interview is over.*]
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- Total: _____ Shillings on average per _____ [*frequency code: 1. day 2. week 3. month 4. Year*]
- Q46. On average, what share of the cost of these services is covered by payments and contributions from beneficiaries? _____ %

6. RELIGIOUS PURPOSE

- Q47. Does [NGO] have a religious affiliation? 1. Yes [*go to Q48*] 2. No [*go to next section.*]
- Q48. The [NGO]'s religious affiliation is:
- 1) Church of Uganda
 - 2) Catholic church
 - 3) Islamic faith
 - 4) Hindu faith
 - 5) Sikh faith
 - 6) Orthodox church
 - 7) 7th day Adventist
 - 8) LDS/Mormon church
 - 9) Pentecostal church
 - 10) Jehovah witnesses
 - 11) Non-denominational Christian
 - 12) other Christian: _____
 - 13) other Non-Christian: _____
- Q49. Does [NGO] organize religious worship (e.g., mass, prayer)?
1. Yes [*go to Q50*] 2. No [*go to Q51*]
- Q50. On an average week, how many people participate in these acts of worship? _____per week
- Q51. Over last 12 months, has [NGO] spread its religious message via: [*Circle all that apply*]
- 1) during religious service
 - 2) concert/fair/street band/drama
 - 3) training and meetings (class/course/lectures/workshop)
 - 4) posters/flyers/newsletter
 - 5) newspaper/radio
 - 6) open air speech/preaching/public address at march
 - 7) visit to prisons and hospitals/door to door
 - 8) other: _____

C. START-UP

- Q52. You told us that [NGO] was founded in year [*see Q8 in section A*]. Was [NGO] founded by: [*Circle one*]
- 1) a single Ugandan individual
 - 2) a group of Ugandan individuals
 - 3) foreign individuals
 - 4) Ugandan and foreign individuals
 - 5) an international NGO
 - 6) a Ugandan NGO
 - 7) a church/religious organization
 - 8) a foreign government
 - 9) other: _____
- Q53. Did [NGO] receive a seed grant/initial donation when it was started? 1. Yes 2. No.
- Q54. [*If Yes*] From which source: [*Circle all that apply*]
- 1) Mother NGO
 - 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
 - 3) Ugandan NGO
 - 4) National Government
 - 5) Local Government
 - 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
 - 7) Bilateral donor (e.g., DfID, DANIDA, USAID, Noraid)
 - 8) Church/religious organization
 - 9) Other: _____

Q55. What equipment and working capital did [NGO] start with?

Total: _____,000 Shillings

Q56. Where did this equipment and working capital come from? *[In case the equipment and working capital came from different sources and the respondent cannot provide a response to the question on percentages, use beans as in the FGI interview.]*

- | | | |
|--|-------|---|
| 1) personal contribution of the founder(s) | _____ | % |
| 2) donation from the Church | _____ | % |
| 3) grant(s) | _____ | % |
| 4) loan(s) | _____ | % |
| 5) carry-over from previous NGO/organization | _____ | % |
| 6) other: _____ | _____ | % |

D. STAFF AND VOLUNTEERS

Q57. Fill the table below: *[see detailed instructions below]*

Number of People	Full-time Salaried	Part-time salaried	Full-time Volunteers	Part-time Volunteers	Religious Staff	Total	of which foreign	Staff on secondment
Management								
Professional								
Clerical								
Other								
Total								

[Filling the staff and volunteers table requires asking a variety of questions to obtain the accurate information. A good way to proceed is to begin with the last row, totals. First ask what is the total number of [NGO]'s paid staff. Then ask what is the total number of volunteers. Then ask whether [NGO] has religious staff. If Yes, how many. Religious staff includes all people having taken religious vows such as nuns, sisters, pastor, minister, priest, etc. They must be counted separately from paid staff and volunteers.]

Once you have the totals, break them down into part-time and full-time. After you obtain totals for the first 5 columns, break down these totals by category. First ask, of the full-time salaried staff, how many people are involved in the management of [NGO]. Examples are directors, country representative, team leader, etc. Then ask whether they are full-time salaried, part-time salaried, etc. Then ask about the total number of other staff and volunteers. Then split the total into what we have decided to call professional, clerical, and other staff. The 'professional' category includes all staff and volunteers directly involved in providing services, advocacy, etc, but are Not involved in the management of [NGO]. Examples are program coordinators, teachers, trainers, nurses, loan officers, grant officers, etc. The 'clerical' category includes all staff and volunteers involved in the administration of [NGO]. Examples include secretaries, accountants, and office assistants. The 'other' category includes all other support staff and volunteers such as guards, gardeners, drivers, and cleaners. Repeat the same questions for part-time salaried staff, etc.

Make sure you include staff in all the branches and offices of [NGO], i.e., all the people paid by [NGO]. Do Not include people 'on contract', that is, people hired for less than one month to perform a specific task. Staff on secondment are salaried staff working for [NGO] who are Not paid by [NGO] but by another NGO or organization.]

Q58. How many staff and volunteers are involved in fund-raising/writing proposals? ____
[Include salaried staff, volunteers, and religious staff]

Q59. How many staff and volunteers do you have with the following skills?
[Include salaried staff, volunteers, and religious staff]

	Number of full time	Number of part time
Fully trained nurses		
Fully trained medical doctors		
Fully trained qualified teachers		
Fully trained lawyer		
Sociologist, anthropologist, economist, or political scientist		
Holding another University degree		

Q60. Which of these categories of staff and volunteers are provided with?
[Include salaried staff, volunteers, and religious staff]

1. All 2. Some 3. None	Transport to and from workplace by [NGO] vehicles	An [NGO] vehicle for personal use
Management		
Technical		
Clerical		
Unskilled		

Q61. Over the last 12 months, indicate the number of:

	Staff and volunteers who left the [NGO]	Staff and volunteers who joined the [NGO]	Currently funded vacant positions
Management			
Technical			
Clerical			
Unskilled			

E. CAPITAL AND EQUIPMENT

1. LAND AND BUILDINGS

1a. Own land and building

Q62. Does [NGO] own land and/or buildings? 1. Yes 2. No [go to 1c]

Q63. If [NGO] had to rent these land and buildings, how much rent in your opinion would [NGO] have to pay? _____,000 Shillings per ____ [1. day 2. week 3. month 4. year]

1b. Own land and building that is rented out

[Do not include facilities rented out for a few days only.]

Q64. Does [NGO] rent out any of this land or buildings? 1. Yes 2. No [go to 1c]

Q65. What is the rental income? _____,000 Shillings per ____ [1. day 2. week 3. month 4. year]

1c. Rented land and building for long-term use

[Do not include facilities rented for a few days only.]

Q66. Does [NGO] rent (in) any land or buildings for its activities? 1. Yes 2. No [go to 1d]

Q67. How much does [NGO] spend on rent? _____,000 Shillings per ____ [1. day 2. week 3. month 4. year]

1d. Land and buildings on long-term complimentary use

[Do not include facilities used for a few days only.]

Q68. Does [NGO] use land and buildings that belong to other people (members or others) or organizations (e.g., church)? 1. Yes 2. No *[go to 1e]*

Q69. If [NGO] had to rent these land and buildings, how much rent in your opinion would [NGO] have to pay? _____,000 Shillings per ____ *[1. day 2. week 3. month 4. year]*

1e. All the buildings used by [NGO]

Q70. Of all the buildings available to [NGO] on a long-term basis, how many are used as?

- | | |
|---|--------------|
| 1) office buildings | Number _____ |
| 2) places of worship | Number _____ |
| 3) public meeting place/conference hall/theater | Number _____ |
| 4) schools/vocational schools | Number _____ |
| 5) workshops | Number _____ |
| 6) hospitals | Number _____ |
| 7) clinics/dispensaries | Number _____ |
| 8) shelter/orphanage | Number _____ |
| 9) staff accommodation buildings | Number _____ |
| 10) warehouses/garages/farm buildings/other | Number _____ |

Q71. Are these buildings equipped with the following?

[codes: 1. None 2. some 3. most 4. all]

- | | |
|----------------|-------|
| 1) electricity | _____ |
| 2) piped water | _____ |
| 3) telephone | _____ |

2. VEHICLES**2a. Own vehicles**

Q72. Does [NGO] own vehicles such as cars, trucks, motorbikes, or tractor?

1. Yes 2. No *[go to 2b]*

Q73. In your opinion, what is the current combined value of these vehicles?

_____,000 Shillings or _____ US\$

2b. Vehicles on long-term complimentary use

[Do not include public transportation or vehicles used for few days only.]

Q74. Does [NGO] use vehicles that belong to other people? 1. Yes 2. No *[go to 2c]*

Q75. In your opinion, what is the current combined value of these vehicles?

_____,000 Shillings or _____ US\$

*[If the answer to either Q72 or Q74 was 'Yes' go to Q76, if the answer to both Q72 and Q74 was 'No' go to **Equipment and Machinery**]*

2c. All vehicles used by [NGO]

Q76. Of all the vehicles that [NGO] uses (on a long-term basis), i.e., both the ones it owns and the ones it uses that belong to others, how many are there in each of the following categories?

- | | |
|--------------------------------|--------------|
| 1) car(s) | Number _____ |
| 2) pick-up truck(s) | Number _____ |
| 3) truck(s) (3 tons and above) | Number _____ |
| 4) tractor(s) | Number _____ |
| 5) motorcycle(s) | Number _____ |
| 6) other vehicle: _____ | Number _____ |

3. EQUIPMENT AND MACHINES

3a. Own equipment and machines

Q77. Does [NGO] own equipment, such as computers, medical equipment, farm implements?
1. Yes 2. No [*go to 3b*]

Q78. In your opinion, what is the current combined value of this equipment?
_____,000 Shillings or _____ US\$

3b. Equipment and machines on long-term complimentary use

Q79. Does [NGO] use any equipment that belongs to other people (members, others) or organizations (e.g. Church)?
1. Yes 2. No [*go to Inventories*]

Q80. In your opinion, what is the current combined value of this equipment?
_____,000 Shillings or _____ US\$

4. INVENTORIES

Q81. Does [NGO] hold inventories (e.g., food for relief operations, drugs, petrol)?
1. Yes [*go to Q82*] 2. No [*go to next sub-section*]

Q82. What is the current combined value of these inventories?
_____,000 Shillings or _____ US\$

Q83. What was the combined value of these inventories 12 months ago?
_____,000 Shillings or _____ US\$

5. BUSINESS INCOME

Q84. Does [NGO] own a canteen or business to make money to support its activities?
1. Yes 2. No

Q85. [*If Yes*] What are they and how many?

- | | |
|----------------------------|-------------|
| 1) Farm | Number_____ |
| 2) Canteen/restaurant/bar: | Number_____ |
| 3) Shop: | Number_____ |
| 4) Hostel: | Number_____ |
| 5) Farm processing/mill | Number_____ |
| 6) Other: _____ | Number_____ |

F. CASH FLOW

[Questionnaire B2 contains a copy of this entire section. If the respondent is unable to completely fill this section during the interview, take an empty B2 questionnaire, fill in the name and code of [NGO] on it, leave the B2 questionnaire with the respondent, and continue with the interview. Make sure to collect the duly filled B2 later on and staple it to [NGO]'s B questionnaire. In large NGOs, questionnaire B2 can also be given to the respondent before the interview so that the required figures can be prepared by [NGO]'s accountant.]

1. REVENUES

Q86. Does [NGO] keep financial records? 1. Yes [go to Q87] 2. No [go to Q88]

Q87. When does [NGO]'s fiscal year begin? 1st of _____ [month]

Q88. Over the past 2 years, what have been [NGO]'s revenues?

All amounts in thousands of shillings		2001 or last completed fiscal year	2000 or preceding fiscal year
A. Recurrent revenue		,000	,000
Grant from: International NGO	Disbursed	,000	,000
	Authorized	,000	,000
Ugandan NGO	Disbursed	,000	,000
	Authorized	,000	,000
National government	Disbursed	,000	,000
	Authorized	,000	,000
Local government	Disbursed	,000	,000
	Authorized	,000	,000
UN organization	Disbursed	,000	,000
	Authorized	,000	,000
Bilateral donor	Disbursed	,000	,000
	Authorized	,000	,000
Membership fees		,000	,000
Fees paid by recipients of services rendered by [NGO]		,000	,000
Income from services rendered to the government		,000	,000
Income from services rendered to another NGO/CBO		,000	,000
Income from business (shop, canteen, etc)		,000	,000
Profit on special events (e.g., fair, concert, paying dinner)		,000	,000
Voluntary donations from members		,000	,000
Voluntary donations from Non-members		,000	,000
Property income/endowment income		,000	,000
Tax refunds		,000	,000
Other: specify		,000	,000
B. Divestment			
Sale of land or buildings		,000	,000
Sale of vehicles		,000	,000
Sale of equipment or machinery (including computers)		,000	,000
Total revenues		,000	,000

2. EXPENDITURES

Q89. Over the past 2 years, what have been [NGO]'s expenditures?

All amounts in thousands of shillings	2001 or last completed fiscal year	2000 or preceding fiscal year	Tick here if data given per month
A. Recurrent expenditures			
Program costs (what goes to the community: drugs, school books, etc)	,000	,000	
Wages/salaries/honorarium or full package	,000	,000	
Housing allowances	,000	,000	
Transport allowances	,000	,000	
Subsistence allowances and per diems to [NGO] staff and volunteers	,000	,000	
Subsistence allowances and per diems to [NGO] beneficiaries	,000	,000	
Utilities (electricity, water, etc.)	,000	,000	
Petrol/fuel	,000	,000	
Rent for land and buildings	,000	,000	
Payment to NGOs/CBOs for services rendered	,000	,000	
Payment to someone else for services rendered	,000	,000	
Grants/voluntary donation/contribution to another NGO/CBO/Church	,000	,000	
Interest on debt and financial charges (including leasing)	,000	,000	
Bribes	,000	,000	
Other costs	,000	,000	
B. Investments			
Land and buildings	,000	,000	
Vehicles	,000	,000	
Equipment and machinery (including computers)	,000	,000	
Total annual expenditures	,000	,000	

Q90. What is [NGO]'s standard per diem rate? _____,000 Shillings/day or _____ US\$/day

[The following questions only apply to NGOs that are providing microfinance; see Q30 section B]

Q91. What is the number of outstanding loans given by [NGO]? _____

Q92. What is the current total value of all (micro) loans outstanding?
_____,000 Shillings or _____ US\$

3. BORROWING

Q93. What is the borrowing situation of [NGO]?

Loans/borrowed money from:		2001 or last completed fiscal year	2000 or preceding fiscal year	Interest rate
Ugandan/International NGO	Borrowed	,000	,000	%
	Remaining	,000	,000	
Local/national Government	Borrowed	,000	,000	%
	Remaining	,000	,000	
UN agency/Bilateral donor	Borrowed	,000	,000	%
	Remaining	,000	,000	
Bank/financial institution	Borrowed	,000	,000	%
	Remaining	,000	,000	

G. FUNDING

- Q94. Does [NGO] have a bank account with a cheque book? 1. Yes 2. No
 Q95. Does [NGO] have a savings account? 1. Yes 2. No
 Q96. Does [NGO] have an overdraft facility? 1. Yes 2. No

1. CREDIT

- Q97. Has [NGO] **ever** borrowed money? 1. Yes [*go to Q98*] 2. No [*go to Q99*]
 Q98. From whom has [NGO] **ever** borrowed money? [*Circle all that apply*]
 1) Mother NGO
 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
 3) Ugandan NGO
 4) National Government
 5) Local Government
 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
 7) Bilateral doNor (e.g., DfID, DANIDA, USAID)
 8) Bank
 9) ANother financial institution (e.g., micro-finance institution, building society)
 10) Other: _____
 Q99. In **last 12 months**, has [NGO] applied for a loan? 1. Yes [*go to Q101*] 2. No [*go to Q100*]
 Q100. Why Not? [*Circle one. After answering this question, go to Hire purchase*]
 1) Banks/lenders do not lend to NGOs/Not-for-profit organizations
 2) [NGO] has no way of repaying
 3) No need for money
 4) Interest rate too high
 5) Loan application process too complicated/time-consuming
 6) No collateral
 7) Other: _____
 Q101. Did you secure the loan? 1. Yes [*go to Hire purchase*] 2. No [*go to Q102*]
 3. Don't know, still waiting to hear [*go to Hire purchase*]
 Q102. Why Not? [*Circle one*]
 1) Banks/lenders do not lend to NGOs/not-for-profit organizations
 2) No collateral
 3) Project deemed insufficiently promising by lender
 4) Other: _____

[If [NGO] has secured a loan, make sure borrowing data was recorded in Q93 section F.]

2. HIRE-PURCHASE

- Q103. Have you **ever** used hire-purchase/leasing to acquire vehicles or equipment?
 1. Yes [*go to Q104*] 2. No [*go to Grants*]
 Q104. Has [NGO] used hire-purchase/leasing in the **last 12 months**?
 1. Yes [*go to Q105*] 2. No [*go to Grants*]
 Q105. Over the last 12 months, what were:
 1) the amount of investment financed by hire-purchase _____ 000 Shillings or _____ US\$
 2) the amount remaining to pay _____ 000 Shillings or _____ US\$
 3) the interest rate _____ % per year

3. GRANTS

Q106. Has [NGO] **ever** received a grant? 1. Yes [*go to Q107*] 2. No [*go to NGOs without grant*]

Q107. From whom has [NGO] **ever** received a grant? [*Circle all that apply*]

- 1) Mother NGO
- 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
- 3) Ugandan NGO
- 4) National Government
- 5) Local Government
- 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
- 7) Bilateral doNor (e.g., DfID, DANIDA, USAID)
- 8) Other: _____

Q108. From whom has [NGO] received a grant in the **last 12 months**? [*Circle all that apply*]

- 1) Mother NGO
- 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
- 3) Ugandan NGO
- 4) National Government
- 5) Local Government
- 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
- 7) Bilateral doNor (e.g., DfID, DANIDA, USAID)
- 8) Other: _____
- 9) No one

[*If circled number from 1 to 8 go to NGOs with a grant; if circled 9 go to NGOS without grant*]

4. NGOS WITHOUT GRANT

Q109. In the last 12 months, has [NGO] applied for a grant? 1. Yes [*go to 4b*] 2. No [*go to 4a*]

4a. Never applied

Q110. Why Not? [*Circle one*]

- 1) No need for money
- 2) grant application process too complicated/time-consuming
- 3) would be turned down anyway
- 4) other: _____

[*Go to H. Sub-contracting*]

4b. Applied but unsuccessful

Q111. To whom did [NGO] apply for a grant? [*Circle all that apply*]

- 1) Mother NGO
- 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
- 3) Ugandan NGO
- 4) National Government
- 5) Local Government
- 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
- 7) Bilateral doNor (e.g., DfID, DANIDA, USAID)
- 8) Other: _____

Q112. How did you first find out that the grants were available? [*Circle one*]

- 1) Someone at the granting agency
- 2) Someone in aNother NGO
- 3) Someone else
- 4) Letter/call for proposals
- 5) Newspaper/add/poster/radio/TV
- 6) Web/internet
- 7) Through the Church
- 8) Other: specify _____

Q113. When was the last grant application filed? _____ month _____ year

- Q114. For how much was this last grant application? _____,000 Shillings or _____ US\$
- Q115. When [NGO] applied, did the granting agency say how long the process would take?
1. Yes 2. No
- Q116. *[If Yes]* How long did the granting agency say the process would take?
From _____ months to _____ months
- Q117. When [NGO] applied, what documents did [NGO] submit? *[Circle all that apply]*
- 1) description of planned activities
 - 2) budget
 - 3) CV's
 - 4) quotes for material inputs/equipment
 - 5) timetable/working plan
 - 6) [NGO]'s balance sheet and income statement
 - 7) [NGO]'s cashflow projections
 - 8) evidence of a beneficiaries' needs assessment
 - 9) other, specify _____
- Q118. Was this grant application submitted in partnership with a line ministry? 1. Yes 2. No.
- Q119. *[If No]* Did you obtain written approval/letter of support from a line ministry?
1. Yes 2. No
- Q120. Was this grant application submitted in partnership with local government? 1. Yes 2. No.
- Q121. *[If No]* Did you obtain written approval/letter of support from local government?
1. Yes 2. No
- Q122. In your opinion, was the grant allocation process fair and objective? 1. Yes 2. No.
- Q123. Was the grant application turned down or are you still waiting to hear?
1. it was turned down *[go to Q124]* 2. still waiting to hear *[go to H. Sub-contracting]*
- Q124. When did you hear that the grant application turned down? _____ month _____ year
- Q125. Why was [NGO]'s grant application turned down? *[Circle one]*
- 1) project deemed insufficiently promising by grant agency
 - 2) [NGO] has insufficient experience
 - 3) work plan opposed by local government authorities
 - 4) budget too high/project too expensive
 - 5) no reason given
 - 6) other: _____
- [Go to H. Sub-contracting]*

5. NGOS WITH A GRANT: LATEST GRANT

- Q126. Who was this grant from? *[Circle one. If more than one grant, use latest grant received.]*
- 1) Mother NGO
 - 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
 - 3) Ugandan NGO
 - 4) National Government
 - 5) Local Government
 - 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
 - 7) Bilateral doNor (e.g., DfID, DANIDA, USAID)
 - 8) Other: _____
- Q127. How did you **first** hear about this grant? *[Circle one]*
- 1) Someone at the granting agency told/approached [NGO]
 - 2) Someone in aNother NGO told [NGO]
 - 3) Someone else told [NGO]
 - 4) Letter from granting agency/call for proposals
 - 5) Newspaper/add/poster/radio/TV
 - 6) Web/internet
 - 7) Through the Church
 - 8) Other: specify _____

- Q128. Did you apply for this grant or was it given to [NGO] without a formal application?
 1. Applied formally [*Go to 5a*] 2. Did Not formally apply [*Go to 5b*]

5a. Application process

- Q129. When was the grant application (first) filed? _____ month _____ year
 Q130. When was the grant application approved? _____ month _____ year
 Q131. When [NGO] applied, did the granting agency say how long the process would take?
 1. Yes 2. No
 Q132. [*If Yes*] How long did the granting agency say the process would take?
 From _____ months to _____ months
 Q133. When [NGO] applied, what documents did [NGO] submit? [*Circle all that apply*]
 1) description of planned activities
 2) budget
 3) CV's
 4) quotes for material inputs/equipment
 5) timetable/working plan
 6) [NGO]'s balance sheet and income statement
 7) [NGO]'s cashflow projections
 8) evidence of a beneficiaries' needs assessment
 9) other, specify _____
 Q134. Was this grant application submitted in partnership with a line ministry? 1. Yes 2. No.
 Q135. [*If No*] Did you obtain written approval/letter of support from a line ministry?
 1. Yes 2. No
 Q136. Was this grant application submitted in partnership with local government? 1. Yes 2. No.
 Q137. [*If No*] Did you obtain written approval/letter of support from local government?
 1. Yes 2. No
 Q138. In your opinion, was the grant allocation process fair and objective? 1. Yes 2. No

5b. Disbursement and assessment

- Q139. How much was the grant? _____,000 Shillings or _____ US\$
 Q140. When was the first money disbursed? _____ month _____ year
 Q141. Until when does the grant run? _____ month _____ year
 Q142. How much has been disbursed so far? _____,000 Shillings or _____ US\$
 Q143. Is this grant renewable? 1. Yes 2. No
 Q144. What are the reporting requirements for this grant? [*Circle all that apply and tick*]
 1) Final report at end
 2) Progress report: annually [] half-yearly [] quarterly [] monthly []
 3) Final accounts
 4) Interim accounts: annually [] half-yearly [] quarterly [] monthly []
 5) Other, specify _____
 Q145. Has the granting agency ever visited [NGO] or the site of your activities? 1. Yes 2. No
 Q146. [*If Yes*] How many times? _____ per _____ [*1. Day 2. Week 3. Month 4. Year 5. Ever*]
 Q147. Has the granting agency ever conducted an assessment with target group or host community in regard to services provided under this grant? 1. Yes 2. No
 Q148. [*If Yes*] How many times? _____ per _____ [*1. Day 2. Week 3. Month 4. Year 5. Ever*]
 Q149. Is the money from this grant channelled through local government?
 1. Yes [*go to Q150*] 2. No [*go to H. Sub-contracting*]
 Q150. Has [NGO] ever had problems getting the local government to disburse funds to [NGO]?
 1. Yes 2. No
 Q151. Have you ever paid bribes to get the funds released? 1. Yes 2. No
 Q152. What percentage of the value of the grant did these bribes represent? _____%
 [*If respondent unsure about percentage, use beans to obtain an approximation*]

H. SUB-CONTRACTING

- Q153. Has [NGO] ever been paid to provide a service on behalf of another organization?
1. Yes 2. No *[If No, go to next section I. Networks]*
- Q154. With which organization was this arrangement?
[Circle one. If more than one arrangement, focus on the most recent]
- 1) Mother NGO
 - 2) International NGO (e.g., Action Aid, World Vision, Oxfam)
 - 3) Ugandan NGO
 - 4) National Government
 - 5) Local Government
 - 6) United Nations agency (e.g., UNICEF, UNDP, World Bank)
 - 7) Bilateral doNor (e.g., DfID, DANIDA, USAID)
 - 8) Other: _____
- Q155. When did the arrangement begin? _____ month _____ year
- Q156. When did you receive the first money under this arrangement? _____ month _____ year
- Q157. Does the arrangement have a set ending date? 1. Yes 2. No
- Q158. *[If Yes]* When does/did the arrangement end? _____ month _____ year
- Q159. Is this contract renewable? 1. Yes 2. No
- Q160. In total, how much money do you expect to receive under this arrangement?
_____,000 Shillings or _____ US\$ _____ *[1. Day 2. Week 3. Month 4. Year 5. Total]*
- Q161. In total, how much money has [NGO] received so far under this arrangement?
_____,000 Shillings or _____ US\$
- Q162. When the arrangement was organized, what did [NGO] submit? *[Circle all that apply]*
- 1) description of planned activities
 - 2) budget
 - 3) CV's
 - 4) quotes for material inputs/equipment
 - 5) timetable/working plan
 - 6) [NGO]'s balance sheet
 - 7) [NGO]'s income statement
 - 8) [NGO]'s cashflow projections
 - 9) evidence of a beneficiaries' needs assessment
 - 10) other, specify _____
- Q163. What are the reporting requirements for this arrangement?
- 1) Final report at end
 - 2) Progress report: annually [] half-yearly [] quarterly [] monthly []
 - 3) Final accounts
 - 4) Interim accounts: annually [] half-yearly [] quarterly [] monthly []
 - 5) Other, specify _____
- Q164. Has the paying agency ever visited [NGO] or the site of your activities? 1. Yes 2. No
- Q165. *[If Yes]* How many times? _____ per _____ *[1. Day 2. Week 3. Month 4. Year 5. Ever]*
- Q166. Has the paying agency ever conducted an assessment with target group or host community in regard to services provided under this arrangement? 1. Yes 2. No
- Q167. *[If Yes]* How many times? _____ per _____ *[1. Day 2. Week 3. Month 4. Year 5. Ever]*
- Q168. Is the money from this arrangement channelled through local government?
1. Yes 2. No *[go to next section]*
- Q169. Has [NGO] you ever had problems getting the local government to disburse funds to you?
1. Yes 2. No
- Q170. Have you ever paid bribes to get the funds released? 1. Yes 2. No
- Q171. What percentage of the value of the arrangement did these bribes represent? _____%
[If respondent unsure about percentage, use beans to obtain an approximation]

I. NETWORKS AND UMBRELLA ORGANIZATIONS

1. UGANDAN NETWORKS AND UMBRELLA ORGANIZATIONS

Q172. Is [NGO] member of an Ugandan NGO network or umbrella organization?

1. Yes 2. No [*go to question 175*]

Q173. Which ones? [*Circle all that apply*]

- 1) NGO forum
- 2) DENIVA
- 3) UWONET
- 4) NUDIPU
- 5) NAWOU
- 6) FENU
- 7) UNASO
- 8) Land Alliance
- 9) Food Rights Alliance
- 10) Other, specify _____

Q174. Does the network or umbrella organization(s) provide any of the following services?

[*Circle all that apply*]

- 1) organization of meetings and conferences
- 2) constitution of an information data base for the use of its members
- 3) mail, email, fax, and telephone services for [NGO]
- 4) complimentary use of buildings and offices for [NGO]'s own purposes
- 5) complimentary use of vehicles and/or equipment for [NGO]'s own purposes
- 6) other: specify _____

2. International and regional NGO networks

Q175. Is [NGO] member of an international or regional NGO network?

1. Yes 2. No [*go to next section*]

Q176. Which: name _____

Q177. Does the international or regional NGO network(s) provide any of the following services?

[*Circle all that apply*]

- 1) organization of meetings and conferences
- 2) constitution of an information data base for the use of its members
- 3) mail, email, fax, and telephone services for [NGO]
- 4) complimentary use of buildings and offices for [NGO] own work
- 5) complimentary use of vehicles and/or equipment by [NGO] for its own purposes
- 6) other: specify _____

J. SELF-ASSESSMENT AND RELATIONSHIP WITH LOCAL GOVERNMENT

[*Throughout this section, be careful not to lead the respondent.*]

Q178. How does [NGO] find out the needs of the communities it helps? [*Circle all that apply*]

- 1) observation and experience of staff and volunteers
- 2) learn from other NGOs
- 3) learn from the local government
- 4) learn from opinion leaders in host community(ies)
- 5) from surveys run by [NGO]
- 6) from surveys run by other organizations
- 7) participatory workshops with community members
- 8) other, specify _____

Q179. Does [NGO] involve host communities in the actual delivery of services or the execution of projects? 1. Yes 2. No

Q180. [*If Yes*] Are involved community members paid?

1. Yes 2. No

- Q181. How does [NGO] evaluate how it fulfills the needs of the communities it assists?
[Circle all that apply]
- 1) observation and experience of staff and volunteers
 - 2) feedback from other NGOs
 - 3) feedback from local Government
 - 4) feedback from opinion leaders in host communities
 - 5) from surveys run by [NGO]
 - 6) from surveys run by other organizations
 - 7) participatory review with community members
 - 8) beneficiary assessment
 - 9) other, specify _____
- Q182. What constraints prevent [NGO] from doing an even better job? [Circle all that apply, then rank in order of importance; 1= most important, 2= second most important, etc]
- 1) lack of skilled staff..... ____rank
 - 2) lack of equipment..... ____rank
 - 3) lack of vehicles..... ____rank
 - 4) lack of funds..... ____rank
 - 5) telephone..... ____rank
 - 6) electricity/water distribution..... ____rank
 - 7) restrictions on what [NGO] is allowed to do by mother [NGO]..... ____rank
 - 8) restrictions on what [NGO] is allowed to do by national government..... ____rank
 - 9) restrictions on what [NGO] is allowed to do by local government..... ____rank
 - 10) insecurity..... ____rank
 - 11) other: specify _____ ____rank
- Q183. Is there is a role for government in helping [NGO] address these constraints? 1. Yes 2. No
- Q184. [If Yes] What could the government do to help [NGO]? [Circle all that apply, then rank according to the priority the government should place on them; 1 = highest priority, etc]
- 1) funding to [NGO] ____rank
 - 2) training to [NGO] ____rank
 - 3) financial assistance (e.g., land free of charge, import tax refund)..... ____rank
 - 4) improve information sharing between government and NGOs..... ____rank
 - 5) involve NGOs more in service delivery..... ____rank
 - 6) involve NGOs more in decision making / planning..... ____rank
 - 7) improve regulatory environment, reduce 'red tape' ____rank
 - 8) improve telephones..... ____rank
 - 9) improve electricity/water distribution..... ____rank
 - 10) take over [NGO] projects when [NGO] funding runs out..... ____rank
 - 11) other, specify: _____ ____rank
- Q185. In general, do you find the staff with whom you interact in the national government to be a help or a hindrance? 1. Help 2. Hindrance 3. Both 4. Neither
- Q186. In general, do you find the local government staff with whom you interact to be a help or a hindrance? 1. Help 2. Hindrance 3. Both 4. Neither
- Q187. Do you think that local government staff face their own constraints that make it difficult for them to help you? 1. Yes 2. No
- Q188. In your opinion, what sort of constraints do they face? [Circle all that apply]
- 1) too busy / short of time
 - 2) turnover of elected officials/lack of follow-up
 - 3) lack of training
 - 4) underpaid
 - 5) lack of equipment
 - 6) lack of funds
 - 7) constraints dictated by national government/bureaucracy
 - 8) other, specify: _____

- Q189. Do you think that local government staff feel resentment towards NGOs in general?
 1. Yes [*go to Q190*] 2. No [*go to K. Governance structure*]
- Q190. Why? [*Circle all that apply*]
 1) they get paid very little
 2) they are often paid late
 3) they do not have the resources they need to do their jobs well
 4) other, specify _____

K. GOVERNANCE STRUCTURE

1. REGISTRATION AND MINISTRY PARTNERSHIPS

- Q191. Is [NGO] registered with Registration Board of the Ministry of Internal Affairs?
 1. Yes [*Go to Q192*] 2. No [*Go to Q194*]
- Q192. In what year was it first registered? _____ year
- Q193. When did [NGO] last renew its registration? _____ year
- Q194. Is [NGO] registered with the Registrar of Companies? 1. Yes 2. No
- Q195. Is [NGO] in partnership with any of the following Ministries? [*Circle all that apply*]
 1) Ministry of Agriculture
 2) Ministry of Health
 3) Ministry of Education
 4) Ministry of Environment
 5) Ministry of Planning
 6) Ministry of Gender, Labour and Social Affairs
 7) Other line Ministry, specify _____
- Q196. Does [NGO] have a memorandum of understanding with a Ministry? 1. Yes 2. No
- Q197. [*If Yes*] Which one(s)? [*Circle all that apply*]
 1) Ministry of Agriculture
 2) Ministry of Health
 3) Ministry of Education
 4) Ministry of Environment
 5) Ministry of Planning
 6) Ministry of Gender, Labour and Social Affairs
 7) Other line Ministry, specify _____
- Q198. Since its creation, has [NGO] ever been visited by: [*Circle all that apply*]
 1) NGO Registration board of the Ministry of Internal Affairs
 2) RDC/Local government representatives
 3) Representative of Ministry: which _____ [*use number code from Q197*]
 4) Other public body: _____

2. REPORTING

2a. Annual report

- Q199. Does [NGO] produce an annual report? 1. Yes 2. No [*go to 2b*]
- Q200. When was the last annual report produced? _____ month _____ year
- Q201. Was this annual report shown/given to any of the following: [*Circle all that apply*]
 1) Members of [NGO]
 2) Funding agency
 3) Resident District Commissioners (RDC)/local government
 4) Other body: _____
- Q202. Is [NGO]'s annual report available to the public if they ask for it? 1. Yes 2. No
 [*If Yes, ask the respondent for a copy*]

2b. Balance sheet and income statement

Q203. Does [NGO] prepare a balance sheet and income statement?

1. Yes 2. No *[go to next sub-section]*

Q204. When were the last balance sheet and income statement prepared? _____ month _____ year

Q205. Were these accounts externally audited? 1. Yes 2. No

Q206. Were these accounts shown/given to any of the following: *[Circle all that apply]*

- 1) Members of [NGO]
- 2) Funding agency
- 3) Resident District Commissioners (RDC)/local government
- 4) Other body: _____

Q207. Are [NGO]'s annual accounts available to the public if they ask for it? 1. Yes 2. No

[If Yes, ask the respondent for a copy]

3. TAX EXEMPTIONS

Q208. Is [NGO] exempt from paying tax/VAT on its supplies? 1. Yes 2. No

Q209. Is [NGO] exempt from import tariffs on the vehicles and equipment it imports?

1. Yes 2. No

Q210. Did a line ministry ever pay for or refund an import tax for equipment/goods imported by [NGO]? 1. Yes 2. No

Q211. Does [NGO] pay taxes on the grant(s) it receives?

1. Yes 2. No

4. OVERSIGHT COMMITTEE

Q212. Does [NGO] have a committee that oversees its activities? 1. Yes 2. No 3. Don't know

Q213. Does [NGO] have a Board of Trustees? 1. Yes 2. No 3. Don't know

Q214. *[If Yes]* How many trustees does [NGO] currently have? _____

Q215. Does [NGO] have a Board of Directors? 1. Yes 2. No 3. Don't know

Q216. *[If Yes]* How many people are on the board of directors? _____

Q217. How was the current director/head/manager of [NGO] appointed? *[Circle one]*

- 1) self-appointed
- 2) elected by oversight committee/board of trustees
- 3) elected by members
- 4) appointed by mother [NGO] (in case respondent NGO is a subsidiary of another NGO)
- 5) appointed by government
- 6) other: _____

5. MEMBERS

Q218. Does [NGO] have members/a membership system?

1. Yes *[Go to Q219]* 2. No *[Go to next subsection]*

Q219. What kind of members does [NGO] have? *[Circle all that apply]*

- 1) Men
- 2) Women
- 3) NGOs
- 4) CBOs
- 5) Other: _____

Q220. Approximately how many members:

- 1) does [NGO] have now? _____
- 2) did [NGO] have at end of 2000? _____
- 3) did [NGO] have at end of 1995? _____

Q221. Does [NGO] provide services only to its members?

1. Members only
2. Members and non-members
3. Non-members only

- Q222. Does [NGO] accept new members? 1. Yes 2. No
- Q223. *[If yes]* How does one become a new member? *[Circle all that apply]*
- 1) formal registration (i.e., they fill a form)
 - 2) payment of fee
 - 3) screening by [NGO] staff/volunteers/members
 - 4) recommendation by other members
 - 5) religious conversion/baptism/born again
 - 6) other: _____
- Q224. What is expected of members? *[Circle all that apply and fill whenever applicable. For this question, amounts are entered in Shillings, NOT in thousands of shillings]*
- 1) pay a membership fee: _____ Shillings/per _____ *[frequency code]*
 - 2) make a donation: from _____ to _____ Shillings/per _____ *[frequency code]*
 - 3) volunteer their time for the [NGO]: _____ Hours/ per _____ *[frequency code]*
 - 4) other: _____
- Q225. Does [NGO] hold a general meeting? 1. Yes 2. No *[if No, go to Q228]*
- Q226. When was the last general meeting held? _____ month _____ year
- Q227. How many members came to the last general meeting? _____
- Q228. Is a vote of members required for [NGO] to undertake the following:
[Circle all that apply]
- 1) Expand into new activities
 - 2) Expand into another district
 - 3) Purchase a building

6. AUTHORIZATIONS

- Q229. Does an [NGO] oversight committee/board of trustees have to meet and agree before [NGO] can undertake the following: *[Circle all cases that require such a meeting]*
- 1) Expand into new activities
 - 2) Expand into another district
 - 3) Purchase a building
- Q230. Does [NGO] need to obtain the authorization of an outside body before [NGO] can undertake the following: *[Circle all cases that require such a meeting]*
[Code: 1. Church /religious authority 2. NGO registration board 3. District authorities 4. Grant agency 5. Other: _____]:
- 1) Expand into new activities if Yes, which? _____ code
 - 2) Expand into another province if Yes, which? _____ code
 - 3) Purchase a building if Yes, which? _____ code

K. LEADERSHIP

- Q231. What is the name of the director/head/manager of [NGO]: _____ *[hereafter manager; if respondent is manager, ask about respondent]*
- Q232. Gender of [manager]: 1. Male 2. Female
- Q233. Approximately how old is [manager]? _____ years
- Q234. Is [manager] a Uganda national? 1. Yes 2. No
- Q235. How many local languages does [manager] speak? _____ number
- Q236. What was the highest level of education achieved by the [manager]?
0: No formal education *[go to 238]* 1: primary 2: secondary 3: tertiary/university
- Q237. And how many years did he/she complete at that level? _____ years
- Q238. Is the [manager] a lay person or does he/she hold a religious title?
1. Lay person 2. Priest/minister/mollah 3. Nun/monk/sister/brother 4. Other _____

- Q239. Is the manager married? 1. Yes 2. No
- Q240. *[If married]* What is the occupation of [manager]'s spouse? *[Circle one]*
- 1) Housewife
 - 2) Farming
 - 3) Trade
 - 4) Own business
 - 5) Employee of private enterprise
 - 6) Civil servant
 - 7) Retired
 - 8) Student
 - 9) Staff member/volunteer in [NGO]
- Q241. Does [manager] have close relatives living outside Uganda? 1. Yes 2. No
- Q242. What is (was if deceased or retired) the occupation of the father of [manager]?
- 1) Farming
 - 2) Trade
 - 3) Other business
 - 4) Employee of private enterprise
 - 5) Civil servant
 - 6) Retired
 - 7) Student
 - 8) Staff member/volunteer in [NGO]
- Q243. In your opinion, what would best characterize the social status of the [manager]'s parent?
- 1) One of the richest families of Uganda
 - 2) A wealthy family
 - 3) A middle-class family
 - 4) A poor family
- Q244. How long has [manager] been with [NGO]? _____ years
- Q245. Did [manager] travel outside Uganda prior to joining [NGO]? 1. Yes 2. No.
- Q246. Did [manager] work in another NGO prior to joining [NGO]?
1. Yes *[go to Q247]* 2. No *[go to Q248]*
- Q247. For how many years? _____ years
- Q248. Did [manager] work in government prior to joining [NGO]?
1. Yes *[go to Q249]* 2. No *[go to Q250]*
- Q249. For how many years? _____ years
- Q250. How many civil servants in national government/line ministries did [manager] know before joining [NGO]? _____
- Q251. How many civil servants in local government did [manager] know before joining [NGO]? _____
- Q252. Is the [manager] involved in any other NGOs apart from [NGO]? 1. Yes 2. No
- Q253. *[If Yes]* How many other NGOs? _____
- Q254. Does [manager] have an occupation other than managing [NGO]? 1. Yes 2. No
- Q255. *[If Yes]* What kind of occupation: *[Circle one]*
- 1) professional (doctor, lawyer, professor)
 - 2) civil servant
 - 3) trader/business
 - 4) farming
 - 5) other: _____

I. COMMENTS

That is the last of our questions. Thank you for your patience. Your participation in this national survey of NGOs is appreciated. Would you like to make any comments about the survey or any other comments about the functions of the NGOs in Uganda?

Interviewer's comments:
